

**BY ORDER OF THE COMMANDER  
341ST SPACE WING**



**AIR FORCE INSTRUCTION 36-2833**

**MALMSTROM AIR FORCE BASE  
Supplement 1**

**30 NOVEMBER 1999**

**Personnel**

**SAFETY AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The OPR for this supplement is 341SW/SE (MSgt Michael Hryszko). This supplement implements and extends the guidance of **Air Force Instruction (AFI) 36-2833, Safety Awards**, and **AFI 36-2833\_AFSPCSUP1, Safety Awards**. This supplement describes Malmstrom Air Force Base's (MAFB) procedures for use in conjunction with the basic AFI. This supplement sets the guidelines for the selection process for awarding the Outstanding Unit, Unit Safety Representative (USR), and Individual/Crew/Team Quarterly Safety Awards which are presented to units, USRs, and personnel to recognize their outstanding safety acts, achievements, or contributions to Malmstrom's Mishap Prevention Program. The awards listed in this supplement are quarterly. Therefore, the achievements, acts, and/or contributions that units or individuals are nominated for must have occurred during the award period. This supplement applies to all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, MAFB.

**SUMMARY OF REVISIONS**

The revision of this publication is to meet the format standards required by Air Force. No significant content material has changed, only numbering and designation changes have been made. Some required format changes have been made to allow for the conversion process.

101. Use the procedures in **341st Operations Group Operating Instruction 36-10, Awards Ceremonies and Honors - Missile Combat Crew (MCC)/ICBM Crew Safety Award of Distinction Nomination**.

**116. (Added) Outstanding Unit Quarterly Safety Award.** This award is given to the unit that has made a major contribution to the base's safety program during the past quarter. The contribution can be an especially active unit safety program, a special safety awareness publicity program, or any program or activity that positively affects the entire base's safety program.

116.1. Requirements. To be considered for selection based on an especially active unit safety program, units must not have had any reportable military (on- or off-duty) or civilian (job-related) disabling injuries, or any Air Force motor vehicle mishaps, during the affected quarter.

116.2. Nomination. Units must submit a nomination letter to the Safety Office by the 10th day of the first month following the quarter (i.e., Jan, Apr, Jul, and Oct). The letter should be one to two pages long, using the following format:

116.2.1. Organization and number of people assigned.

116.2.2. A brief summary of the unit's safety accomplishments. These accomplishments can be in a particular safety discipline (Ground, Flight, Explosives, or Weapons) or any combination of these areas.

116.2.3. Unusual hazards or environmental working conditions of the unit.

116.3. Selection. The Safety Office will review the letters and pass their recommendations to the 341 SW/CC, who will make the final determination. There must be at least two letters submitted to be able to select a winner. No unit will be selected by default.

116.4. Award. A certificate will be awarded to the winning unit during the following Combined Safety Council meeting.

**117. (Added) Outstanding USR of the Quarter Safety Award.** This award is given to USRs recognized by the Safety Office for contributing significantly to the base's safety program, and for running an active safety program in their unit.

117.1. Nomination and Selection. The Safety Office will nominate and select winners. More than one USR may be selected each quarter, but only one USR per safety discipline.

117.2. Award. A certificate will be presented during the next Combined Safety Council meeting.

**118. (Added) Outstanding Individual Safety Achievement Award - Quarterly.** This award is given to individuals who have performed outstanding safety acts or achievements.

118.1. Nomination. The Safety Office or the unit commander can nominate individuals for this award. A unit commander wishing to nominate one or several of his or her personnel submits a nomination letter to the Safety Office by the 10th day of the first month following the quarter (i.e., Jan, Apr, Jul, and Oct). The letter should be approximately one page long, using the following format:

118.1.1. Grade(s) and Name(s).

118.1.2. Organization/Office Symbol(s).

118.1.3. Job Title(s).

118.1.4. A concise narrative stating what was done, how it was done, and its contribution to safety.

118.2. Selection. The Safety Office will review unit commander nominations, and pass their recommendations on to the 341 SW/CC, who will make the final determination.

118.3. Award. A certificate will be presented to the winner during the next Combined Safety Council meeting.

**Attachment 2 (Added)****SAMPLE OF SAFETY AWARDS NOMINATION LETTER**DATE

MEMORANDUM FOR 341 SW/SE

341 SW/CC

IN TURN

FROM: 10 MS/CC

SUBJECT: Name of Award

(For Unit Award, follow the following format)

1. 10th Missile Squadron, 236 personnel assigned.
2. Write a brief summary of the unit's accomplishments in safety (Ground, Flight, Explosives, Weapons, or all of them).
3. List unusual hazards or environmental working conditions of the unit. Example: Extensive, time-constrained travel in the missile field in a variety of inclement environmental conditions.

(For Individual Awards, use the following format)

1. SSgt Adam B. Crawford.
2. 10 MS/SFO.
3. Missile Security Specialist.
4. Explain what was done, how it was done, and its contribution to safety.

SIGNATURE BLOCK

Title

J. GREGORY PAVLOVICH, Colonel, USAF  
Commander